

Effective 12/15/12 The Finance Department has instituted the following processing requirements when filing a change in W-4 or a direct deposit change.

- W-4 forms that are submitted to the Finance Department, Payroll, will be processed the start of the first payroll period ending on or after the 30th calendar day from the date the replacement W-4 was received. Each new W-4 will be time stamped the day it was received (Compliant with IRS Publication 15 (Circular E), Employers Tax Guide 2012).
- Direct deposit changes must be received 15 calendar days prior to the pay date to be effective in the current payroll.